LWB’s Drupal User Manual

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About this manual

This manual was developed to assist the staff of the Land and Water Boards with management of their Drupal-based multi-website. It is intended to provide the reader with an overview of the most important features of your site, as well as a reference for for some important, but infrequently used features.

Limitations

This manual will not address all features and aspects of your site. This manual was written when the website was based on Drupal 7.14. Future changes may invalidate portions of this manual.

Logging in

You can log in to the site by visiting http://www.http://mvlwb.com/user, http://www.slwb.com/user, http://www.glwb.com/user or http://www.wlwb.ca/user.

Once logged in, you'll see the same site, but with an Admin Bar along the top. We will be using the images from GWICH'IN Land and Water Board website for reference in this manual.

Editing a page

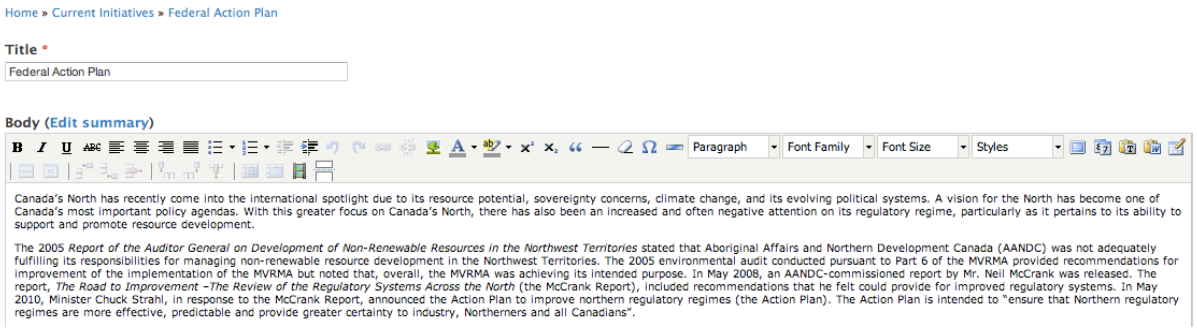
Start by finding the page you want to change in the site, as a user would. Being logged in, you'll be able to edit the sections of the page.

Clicking on the **Edit** tab will bring up the Edit interface for the page. From here you can change the Title, the Body content, change the navigation and the page address.

Locating Edit Function:

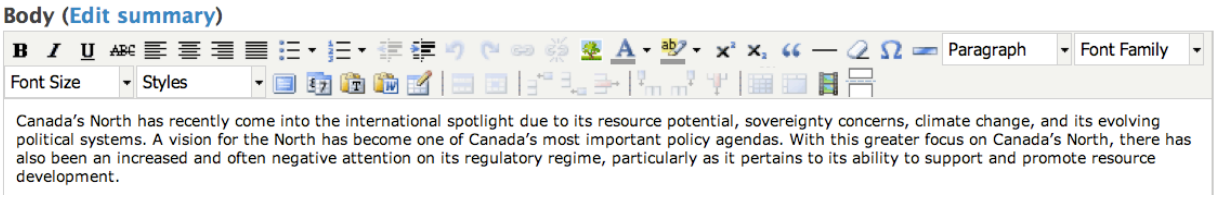
Home » Current Initiatives
View
Edit
Track
Federal Action Plan
Canada's North has recently come into the international spotlight due to its resource potential, sovereignty concerns, climate change, and its evolving political systems. A vision for the North has become one of Canada's most important policy agendas. With this greater focus on Canada's North, there has also been an increased and often negative attention on its regulatory regime, particularly as it pertains to its ability to support and promote resource development.

Edit interface:


Home » Current Initiatives » Federal Action Plan
Title *
Federal Action Plan
Body (Edit summary)
Paragraph
Font Family
Font Size
Styles
Canada's North has recently come into the international spotlight due to its resource potential, sovereignty concerns, climate change, and its evolving political systems. A vision for the North has become one of Canada's most important policy agendas. With this greater focus on Canada's North, there has also been an increased and often negative attention on its regulatory regime, particularly as it pertains to its ability to support and promote resource development.
The 2005 Report of the Auditor General on Development of Non-Renewable Resources in the Northwest Territories stated that Aboriginal Affairs and Northern Development Canada (AANDC) was not adequately fulfilling its responsibilities for managing non-renewable resource development in the Northwest Territories. The 2005 environmental audit conducted pursuant to Part 6 of the MVRMA provided recommendations for improvement of the implementation of the MVRMA but noted that, overall, the MVRMA was achieving its intended purpose. In May 2008, an AANDC-commissioned report by Mr. Neil McCrank was released. The report, The Road to Improvement –The Review of the Regulatory Systems Across the North (the McCrank Report), included recommendations that he felt could provide for improved regulatory systems. In May 2010, Minister Chuck Strahl, in response to the McCrank Report, announced the Action Plan to improve northern regulatory regimes (the Action Plan). The Action Plan is intended to "ensure that Northern regulatory regimes are more effective, predictable and provide greater certainty to industry, Northerners and all Canadians".

Styling content

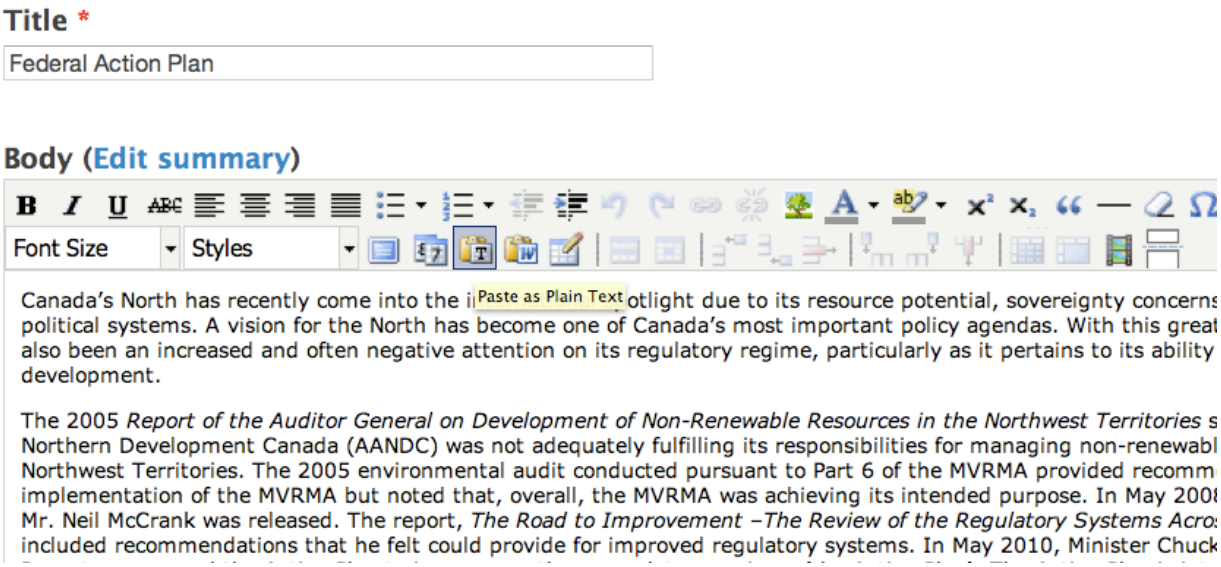
Common styling controls are available in a toolbar above the **Body** content area. Most of these correspond to typical features found in simple word processors.


Body (Edit summary)
Paragraph
Font Family
Font Size
Styles
Canada's North has recently come into the international spotlight due to its resource potential, sovereignty concerns, climate change, and its evolving political systems. A vision for the North has become one of Canada's most important policy agendas. With this greater focus on Canada's North, there has also been an increased and often negative attention on its regulatory regime, particularly as it pertains to its ability to support and promote resource development.

Pasting from Word

When including content from Microsoft Word, be aware that Word includes substantial extra codes to facilitate copy and paste between Office programs. These codes are useful to other Office software, but impede consistent styling and content editing on the web and should be removed. There are tools available to help when working with content from Word.

Paste as Plain Text


Title *
Federal Action Plan
Body (Edit summary)
Font Size
Styles
Paste as Plain Text
Canada's North has recently come into the i otlight due to its resource potential, sovereignty concerns
political systems. A vision for the North has become one of Canada's most important policy agendas. With this great
also been an increased and often negative attention on its regulatory regime, particularly as it pertains to its ability
development.
The 2005 Report of the Auditor General on Development of Non-Renewable Resources in the Northwest Territories s
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Northwest Territories. The 2005 environmental audit conducted pursuant to Part 6 of the MVRMA provided recomm
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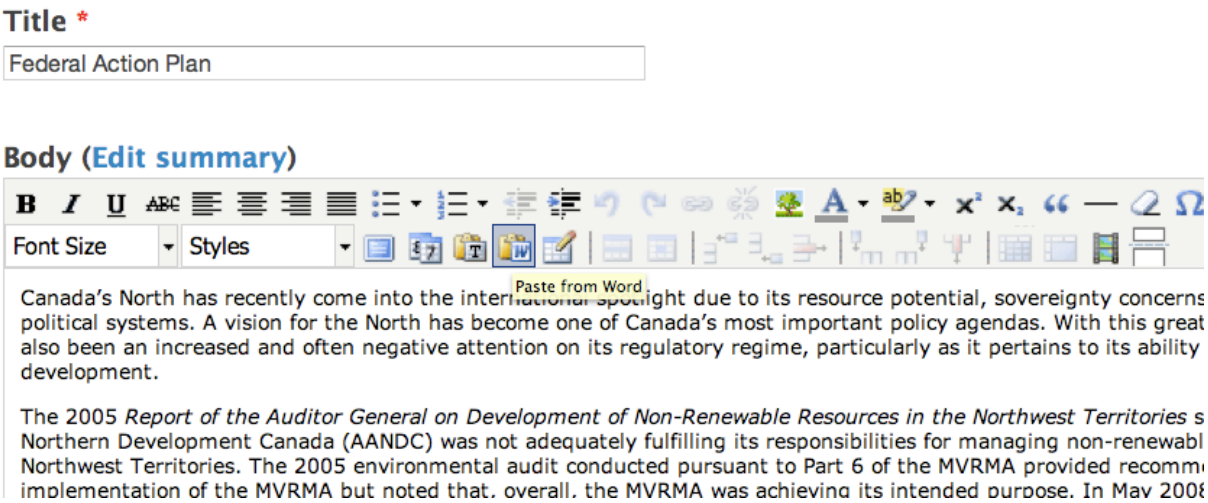
included recommendations that he felt could provide for improved regulatory systems. In May 2010, Minister Chuck

If your content is simply structured, the easiest thing to do is to paste only the *text* parts. Using this feature will filter out all the extra codes when you paste in your content.

Paste From Word


Title *
Federal Action Plan
Body (Edit summary)
Font Size
Styles
Paste from Word
Canada's North has recently come into the international spotlight due to its resource potential, sovereignty concerns
political systems. A vision for the North has become one of Canada's most important policy agendas. With this great
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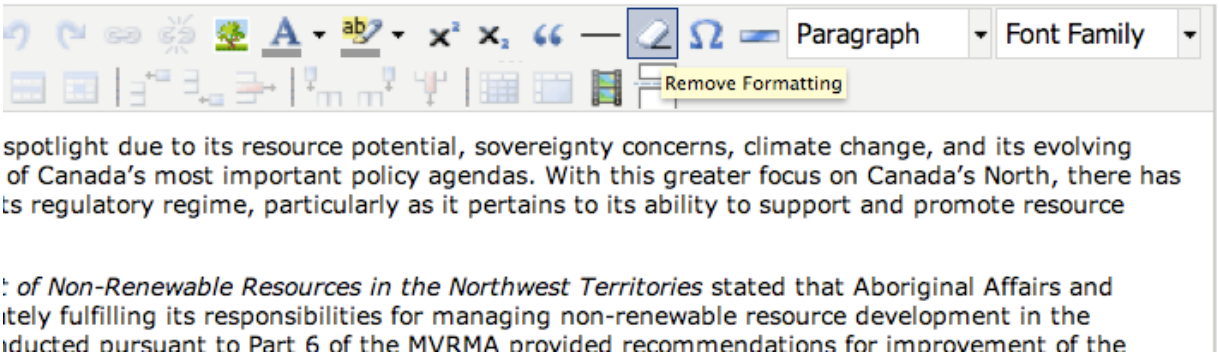
If you want to maintain the style from Word, you can include the styles but exclude the other Word-specific codes.

Removing Formatting


Paragraph
Font Family
Remove Formatting
spotlight due to its resource potential, sovereignty concerns, climate change, and its evolving
of Canada's most important policy agendas. With this greater focus on Canada's North, there has
ts regulatory regime, particularly as it pertains to its ability to support and promote resource
of Non-Renewable Resources in the Northwest Territories stated that Aboriginal Affairs and
tely fulfilling its responsibilities for managing non-renewable resource development in the
ducted pursuant to Part 6 of the MVRMA provided recommendations for improvement of the

This tool is useful for taking content back to an unstyled clean-slate.

Using uploaded files

Including a link to a PDF, or showing an image both depend on first placing the file or image on the server.

For an image, start by clicking on **Insert/Edit Image**, which will bring up a small pop-up box.

For a file link, start by typing, then selecting the text you want to link, then clicking on **Insert/Edit Link**, which brings up a slightly different pop-up box.

Both **Image** and **Link** Insert/Edit pop-ups have a **Browse** button beside their *URL* field. This

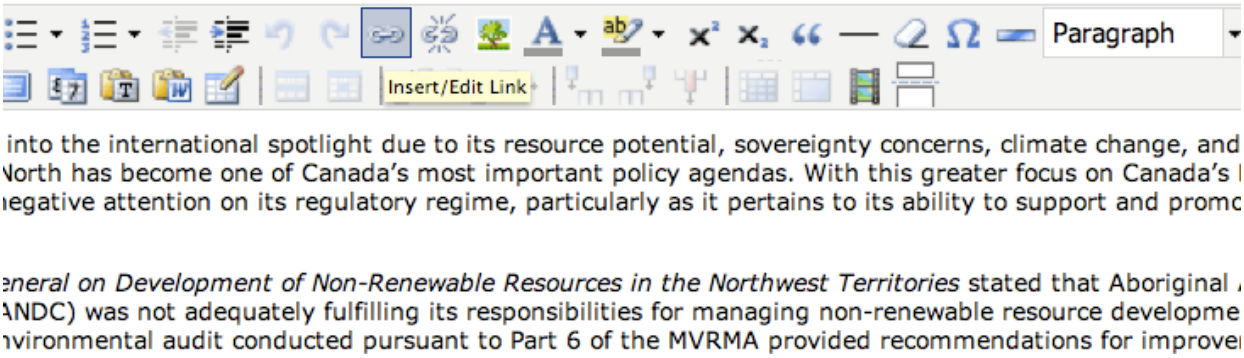
brings up another pop-up, called **File Browser**. From here you can navigate all the files that have already been uploaded to the site.

If the file or image you are looking for is not yet on the server, you will have to **Upload** it first.

Once you've uploaded or located the file or image you want to link to, select **Insert file**, which will close **File Browser** and return you to the initial pop-up. From here choose either **Insert** or **Update**.

Linking to other pages on the site

There is a different tool for building links to other pages in the site. The **Insert/Edit Link** button is near the middle of the toolbar.


Paragraph
Insert/Edit Link
into the international spotlight due to its resource potential, sovereignty concerns, climate change, and
North has become one of Canada's most important policy agendas. With this greater focus on Canada's
negative attention on its regulatory regime, particularly as it pertains to its ability to support and promo
eneral on Development of Non-Renewable Resources in the Northwest Territories stated that Aboriginal
NDC) was not adequately fulfilling its responsibilities for managing non-renewable resource developme
vironmental audit conducted pursuant to Part 6 of the MVRMA provided recommendations for improve

Clicking on **Insert/Edit Link** will bring up a pop-up window where you can search images and documents to link to or paste in a URL. Once you've identified the page you want to link to, you need to decide whether you want the link to open in the current window or open in a new window and then click **Insert**.

Other page options

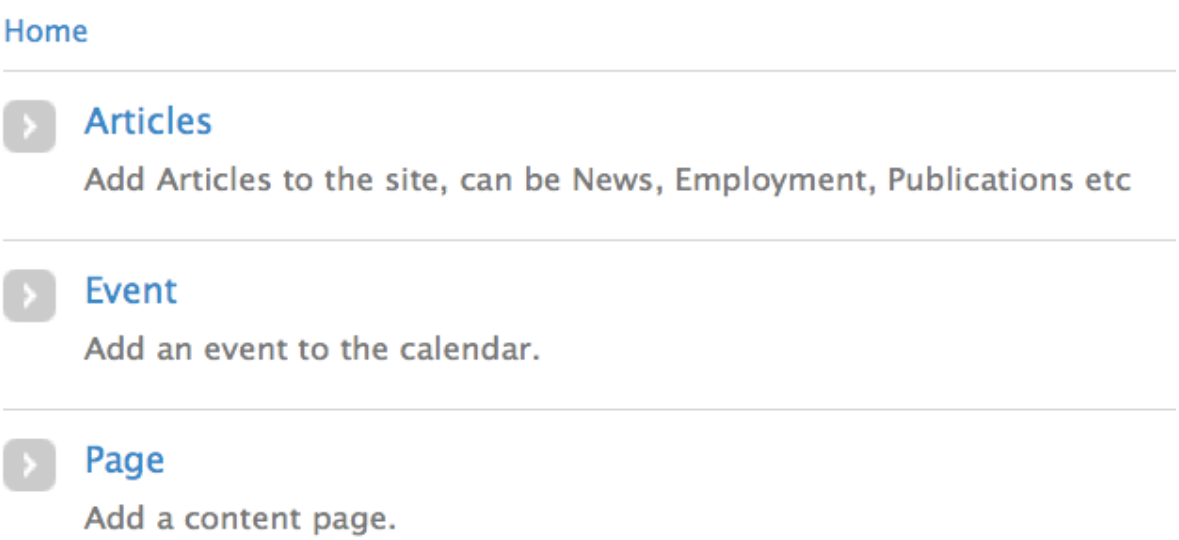
Menu settings and **URL path settings** are explained later under *Editing navigation.*

Adding a page

You can create a new page from **Add Content** page. You'll find an **Add Content** link in the Admin Bar.

From there, choose the appropriate content type. Differences between the various content types are addressed later in the *Content Types* section.

"Add Content" page



The "Create" and "Edit" pages are very similar. All the tools available under Edit are also available here.

Content Types

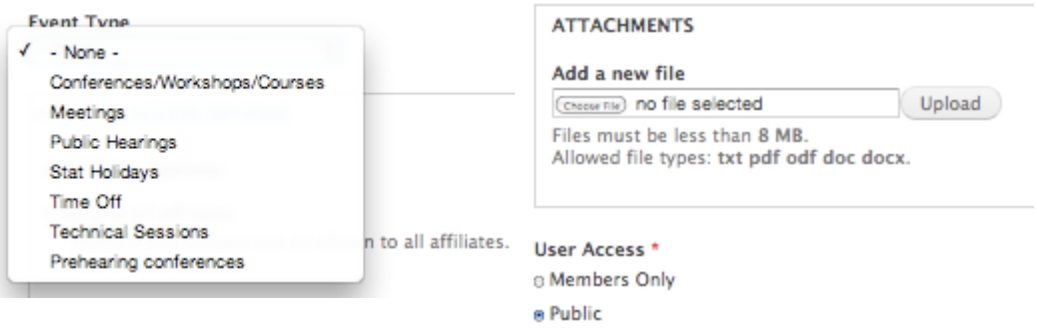
The website contains different kinds of content. The different types have different properties and uses and can be managed in different ways using different tools.

Basic

This is listed above simply as “Page” and is the most basic content type on the site.

Events

Content is managed similar to a Basic Page. A new event can be created by selecting Add Event from the Calendar or selecting Content > Add Content > Event. A start date needs to be selected. A end date is optional provided that “Show End Date” has been deselected. You can select the type of event it is and there is the ability to select whether the event is private (staff only) or public.



Articles

Similar to a Basic Page, dates and headlines appear on the homepage, newest articles appear at the top. Each article has it's own page within the site. Works very much like Basic Page.

Articles can be posted as News, Publication or Employment.

Articles are displayed on the Homepage through Node Queues. Node Queues are explained in in the following section.

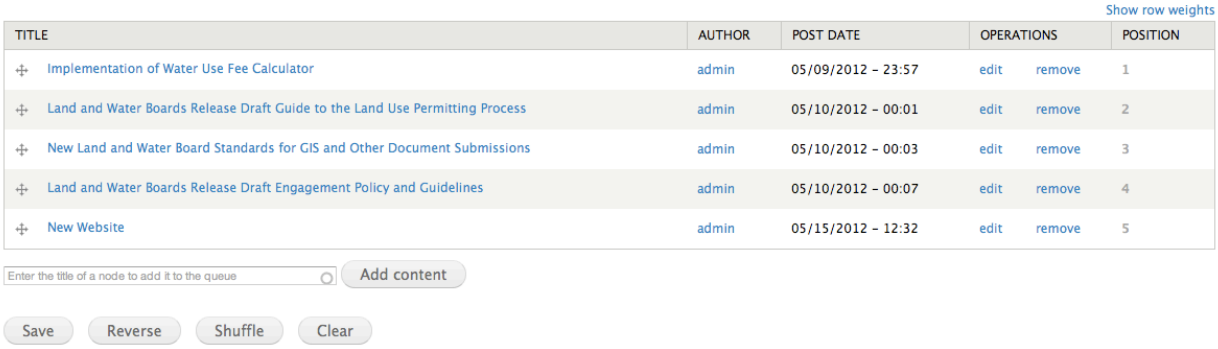
Nodequeues

A Nodequeue makes life easier when you need a way to control a listing of content. By selecting Nodequeue from the Structure drop-down menu on the Admin bar you will see the Node Queue homepage which lists all of the content listed using Node Queues.

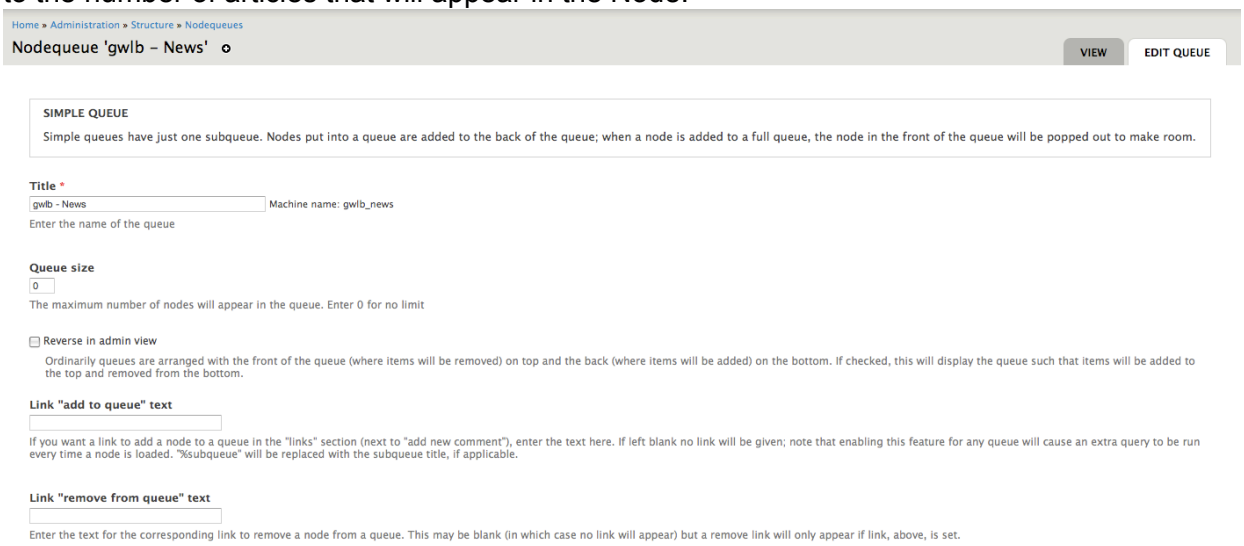
+ Add simple queue

TITLE	MAX NODES	SUBQUEUES	OPERATION
glwb – Employment	Infinite	1 (Queue empty)	View | Edit | Delete
glwb – Publications	Infinite	1 (Queue empty)	View | Edit | Delete
gwlb – News	Infinite	1 (5 in queue)	View | Edit | Delete
mvlwb – Employment	Infinite	1 (1 in queue)	View | Edit | Delete
mvlwb – News	Infinite	1 (8 in queue)	View | Edit | Delete
mvlwb – Publications	Infinite	1 (1 in queue)	View | Edit | Delete
News Article Display Order	Infinite	1 (Queue empty)	View | Edit | Delete
slwb – Employment	Infinite	1 (Queue empty)	View | Edit | Delete
slwb – News	Infinite	1 (5 in queue)	View | Edit | Delete
slwb – Publications	Infinite	1 (1 in queue)	View | Edit | Delete
wlwb – Employment	Infinite	1 (Queue empty)	View | Edit | Delete
wlwb – News	Infinite	1 (8 in queue)	View | Edit | Delete
wlwb – Publications	Infinite	1 (3 in queue)	View | Edit | Delete

By selecting View on a particular Node, you will see the content (Articles) listed within that Node. You can move the content around, adjusting the order, add or delete content. From here you can access and edit the article content as well by selecting Edit.


Show row weights
TITLE
AUTHOR
POST DATE
OPERATIONS
POSITION
Implementation of Water Use Fee Calculator admin 05/09/2012 - 23:57 edit remove 1
Land and Water Boards Release Draft Guide to the Land Use Permitting Process admin 05/10/2012 - 00:01 edit remove 2
New Land and Water Board Standards for GIS and Other Document Submissions admin 05/10/2012 - 00:03 edit remove 3
Land and Water Boards Release Draft Engagement Policy and Guidelines admin 05/10/2012 - 00:07 edit remove 4
New Website admin 05/15/2012 - 12:32 edit remove 5
Enter the title of a node to add it to the queue
Add content
Save
Reverse
Shuffle
Clear

You can also select the number of articles that will appear in the Node. Select Nodequeue edit imply put the number in the Queue Size. When a Queue Size is set to zero, there will be no limit to the number of articles that will appear in the Node.


Home » Administration » Structure » Nodequeues
Nodequeue 'gwlb – News'
VIEW
EDIT QUEUE
SIMPLE QUEUE
Simple queues have just one subqueue. Nodes put into a queue are added to the back of the queue; when a node is added to a full queue, the node in the front of the queue will be popped out to make room.
Title *
gwlb - News
Machine name: gwlb_news
Enter the name of the queue
Queue size
0
The maximum number of nodes will appear in the queue. Enter 0 for no limit
Reverse in admin view
Ordinarily queues are arranged with the front of the queue (where items will be removed) on top and the back (where items will be added) on the bottom. If checked, this will display the queue such that items will be added to the top and removed from the bottom.
Link "add to queue" text
If you want a link to add a node to a queue in the "links" section (next to "add new comment"), enter the text here. If left blank no link will be given; note that enabling this feature for any queue will cause an extra query to be run every time a node is loaded. "%subqueue" will be replaced with the subqueue title, if applicable.
Link "remove from queue" text
Enter the text for the corresponding link to remove a node from a queue. This may be blank (in which case no link will appear) but a remove link will only appear if link, above, is set.

Blocks

Under the Structure link in the Admin bar you will find a link to Blocks. This is where you can arrange menu items if you wish, but it's main use will be for arranging Node Queues. Here you can choose to rearrange blocks of content or the Node Queues that display on the Homepage.

Your three types of Articles include (News, Publications and Employment). If an article you've published in Employment is of particular importance, you can move that Block or Node Queue so that it appears first on the Homepage.

BLOCK
REGION
Main Content
Main page content Main Content configure
Queue 'gwlb – News' Main Content configure
Queue 'glwb – Publications' Main Content configure
Queue 'glwb – Employment' Main Content configure

Navigation

Nearly all of the lists of links on the site are managed using a system called **Menus**. There are many places where you can change Menu settings, some with different options than others.

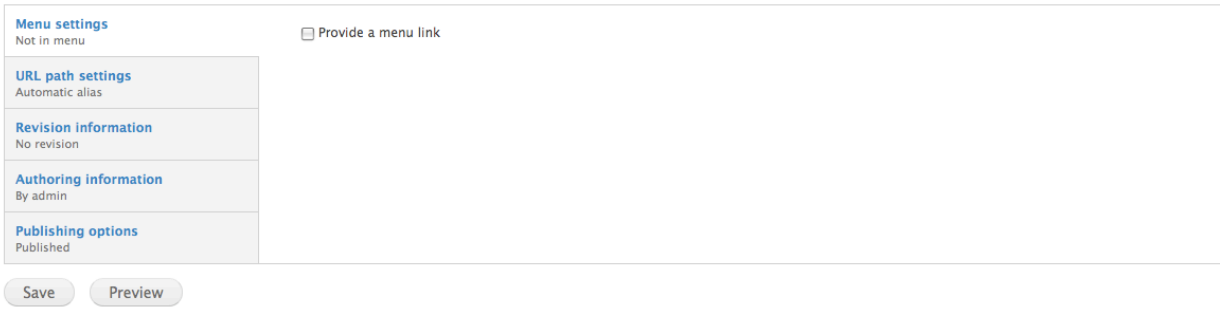
Most commonly, you'll probably set where the link to a page shows up from the Edit form of that page.

In the case where you want to rearrange multiple pages at once, you'll use the Menu edit page.

Menu Settings

For all content types, the management of what is listed in the navigation is the same.

Beneath the content, you'll find **Menu settings**.



This section lets you determine if you want this page to have a link visible in the left-hand navigation. If so, check "Provide a menu link".

Once checked, the form expands to reveal more controls. The two important elements are **Menu link title**, which is the text that will appear as the link, and **Parent item**, which controls where in the navigation the link will be.

Footer Links, Quick Links

Managing these lists is done from the **Menus** management pages.

Menu Management

The Menu management pages are found under **Structure > Menus** in the Admin bar.

From here you can add, delete and reorder all the links in a menu.

This where you manage Quick Links as well as the Footer Menu.

User management

Reset your password

Users who have lost their password can get a new password by clicking on **Request new password** from the login screen.

From there, enter your email address and you will be emailed a one-time link, that once followed will allow you to reset your password.

Change your email, username or password

Click on **Configuration > People > Settings**, in the Admin bar to go to your user page. From here you can **Edit**.

Adding a user

Only TSC Admin or Administrator users can add or remove users. User management is handled under the **People** link in the admin bar.

From the **People** page, click on **Add user**. Fill in a username, email, a password(twice) and set their role.

Removing a user

Users can be “blocked” or disabled without removing their account. This has the benefit of maintaining any history the site may have tracked for that user.

To “block” a user, click **edit** from the **People** list. Toggle the users **Status** to **Blocked**, and Save.